

Department of Resources Recycling & Recovery

SCOPE OF WORK *Used Oil Life-Cycle Assessment Study*

I. INTRODUCTION/OBJECTIVES

As part of Senate Bill 546 of 2009, CalRecycle was directed to 1) contract with a third-party consultant to conduct a life-cycle assessment (LCA) of the used lubricating and industrial oil management process; 2) solicit broad stakeholder input on all aspects of the LCA; 3) evaluate the impacts of certain components of SB 546; and 4) submit a report to the Legislature on the results and any recommendations to promote increased collection and responsible management of used oil.

CalRecycle staff will implement a phased approach to this project. The series of facilitated stakeholder and workgroup meetings that will culminate in the development of the scope and design of the LCA study are collectively referred to as Phase I. Phase I participants include the CalRecycle/Department of Toxic Substances Control (DTSC) project team, Expert Facilitator, LCA Practitioner, LCA Peer Review contractor, and a broad and diverse stakeholder group. During Phase II, the LCA practitioner (Contractor) will develop and conduct the LCA study and subsequent LCA study report; the draft and final of which will be reviewed by and commented on by the stakeholder group and by the Peer Review Contractor. Phases I and II will provide CalRecycle with the materials necessary to develop the aforementioned Legislative report.

There will be three contractors assigned to this project:

1. Expert Facilitator
2. LCA Practitioner
3. LCA Peer Review Contractor

This contract represents the duties of the LCA Practitioner Contractor, above, and supports the successful completion of the LCA project by performing the life-cycle assessment study for ultimate inclusion in the CalRecycle Legislative report.

II. WORK TO BE PERFORMED

The Contractor will participate as needed in discussions between the CalRecycle/DTSC project team, the independent LCA Peer Review contractor, and the Expert Facilitator contractor to ensure that the LCA study is conducted in the most efficient and effective manner. The Contractor will participate in selected Phase I stakeholder meetings and subgroup meetings, as appropriate as determined by the CalRecycle Contract Manager in coordination with the CalRecycle/DTSC project team, for the purpose of assisting the stakeholder group to identify and produce the appropriate data necessary for completion

of the LCA study. Phase I will culminate in a report prepared by the Expert Facilitator contractor that summarizes the scope and design of the LCA study, as determined by the stakeholder group, as well as any background data supplied by the stakeholder group. The Contractor will use this report as the basis for conducting the LCA study during Phase II of the project.

III. TASKS IDENTIFIED

All written deliverables are subject to the Contract Manager's written approval.

Task 1. Provide Technical Assistance to CalRecycle.

Task 1a. Project coordination.

Task 1a.i. Prepare work plan. The Contractor will convene with the Contract Manager, the CalRecycle/DTSC project team, the Expert Facilitator, and the LCA Peer Review contractor to discuss the project objectives, budget, timelines, and implementation of tasks, activities, and deliverables. The Contractor will develop a detailed work plan, subject to approval of the Contract Manager, following this meeting.

Deliverables: Work plan.

Timeline: This deliverable is expected to be completed by October 2010.

Task 1a.ii. Convene with project team. The Contractor will participate as needed in discussions between the Contract Manager, CalRecycle/DTSC project team, the Expert Facilitator, and the LCA Peer Review contractor to ensure that the LCA study is conducted in the most efficient and effective manner. At a minimum, the Contractor will convene with the Contract Manager and the CalRecycle/DTSC project team after each stakeholder meeting and LCA study milestone.

Deliverables: A minimum of six 2-hour touch-base meetings with CalRecycle/DTSC project team and other project contractors.

Timeline: These deliverables are expected to be completed by the CalRecycle public meeting (approximately April 2012).

Task 1b. Participate in stakeholder meetings. Due to the fact that a stakeholder group will be guiding the scope and design of the LCA study, the Contractor will attend and participate in appropriate stakeholder meetings and conference calls as determined by the Contractor and CalRecycle/DTSC project team. It is estimated that this includes up to 4 stakeholder and/or public meetings (as described in the table below) and up to 6 subgroup conference calls during Phase I and one stakeholder meeting and one CalRecycle public meeting in Phase II as detailed below:

| Stakeholder meeting | Estimated date | Purpose |
|---------------------|----------------|---------|
|---------------------|----------------|---------|

| | | |
|---------------------------------|---------------|---|
| #1 | Sept/Oct 2010 | Explain process, introduce project team & contractors, background presentations, define subgroups, assign tasks, etc. |
| #2 | Jan/Feb 2011 | Stakeholders present draft recommendations; refine data/ recommendations. |
| #3 | Mar/Apr 2011 | Expert Facilitator Contractor presents draft Stakeholder Recommendations Report, receives feedback. |
| #4 | May 2011 | Expert Facilitator Contractor presents final Stakeholder Project Recommendations report (no input on report; report-out to interested parties). |
| #5 (Phase II) | October 2011 | LCA Practitioner presents Draft LCA study report and findings (i.e. identifies what might be missing, needs for refinement, recommends further data needs). |
| CalRecycle Public Meeting | April 2012 | CalRecycle gathers feedback on final LCA study report. Feedback will be included in CalRecycle's report to the Legislature. |

Deliverables: Attend and participate in up to 6 stakeholder and/or public meetings and up to 6 subgroup conference calls.

Timeline: The stakeholder meetings are expected to be completed by October 2011. The CalRecycle public meeting is expected to be completed by April 2012.

Task 1c. Identify data needs and data gaps. Particular attention will be taken by the Contractor to identify data needs and data gaps as early as possible to attempt to minimize the need for primary data-gathering by the Contractor during Phase II of the project. The Contractor will identify data sources to fill these gaps, such as from the National Renewable Energy Library and US Environmental Protection Agency, other agencies (such as those relevant to pacific grid inventories or transportation fuels), and literature. Present these for acceptability for the study during the stakeholders meetings through Phase I.

Deliverables: Provide a summary of data needs and gaps by the second stakeholder meeting (estimated around January/February 2011). Provide a summary of data sources through July 1, 2011.

Timeline: The summary of data needs and gaps are expected to be completed by January/February 2011. The summary of data sources is expected to be completed by July 2011.

Task 2. Life-Cycle Assessment Study.

Task 2a. Perform data-gathering. A primary goal of Phase I is to identify and collect a majority of the data necessary to conduct the LCA study, however, it is likely

that the Contractor will need to perform additional data-gathering in order to conduct a the LCA study. The Contractor will confer with the Contract Manager and CalRecycle/DTSC project team to determine an appropriate level of effort for this subtask before proceeding.

Deliverables: Data gathering.

Timeline: This subtask is expected to be completed by March 2012.

Task 2b. Conduct life-cycle assessment study. As previously mentioned, a group of stakeholders, including the CalRecycle/DTSC project team and LCA Peer Review contractor, will guide the scope and design of the LCA study through a series of facilitated meetings and conference calls. Phase I will culminate in a Stakeholder Project Recommendations Report, generated by the Expert Facilitator contractor. This report will summarize the stakeholder recommendations on the scope and design of the LCA study, including goal definition and study boundaries and life-cycle inventory and impact assessment methods. In addition, the report will contain all data provided by the stakeholder group for the LCA study. The Contractor will use the Stakeholder Project Recommendations Report as a basis to conduct the LCA. The Contractor will prepare and submit draft and final LCA study reports (see Task 3b.).

Deliverables: Draft and final LCA study (for inclusion in the draft and final LCA study reports (see deliverables and associated timeline under Task 3b.).

Timeline: These deliverables are expected to be completed by March 2012.

Task 3. Reporting and Presentation.

Task 3a. Quarterly progress reports. The Contractor will prepare and submit quarterly progress reports to the CalRecycle Contract Manager on the progress of each task.

Deliverables: Quarterly progress reports.

Timeline: These deliverables are expected to be completed by December 2012.

Task 3b. LCA study reporting and presentation.

Task 3b.i. Draft LCA study report and presentation. The Contractor will prepare and submit a draft LCA study report, which will include interpretation of the results. This preliminary results report will be made available for review by CalRecycle/DTSC project team, LCA Peer Review contractor, and stakeholders, and the results (results of the LCA scope as defined from Phase I as well as identified data gaps, supportable conclusions, and recommendations for next steps) will be presented at a facilitated stakeholder meeting for comment. CalRecycle also will post the draft report on its website for public comment. The Contractor will coordinate as appropriate with LCA Peer Review contractor to respond to any comments from the Peer Review Panel and the stakeholders. The Contractor shall develop a matrix of comments and the Contractor's rationale for addressing those

comments in the report. The Contractor will then revise the LCA, prepare a presentation, and present findings of the draft LCA study report to stakeholders at stakeholder meeting #5.

Deliverables: Draft LCA study report and presentation to stakeholders.

Timeline: The draft LCA study report is expected to be completed by September 2011. The presentation is expected to be completed by October 2011.

Task 3b.ii. Final LCA study report. The Contractor will prepare and submit a final LCA study report to CalRecycle. The report will be a topic of discussion at a CalRecycle public meeting, and, although comments will be invited and noted, the Contractor is not expected to further modify the report based on the comments from this public meeting. The Contractor is expected to attend the CalRecycle public meeting (as mentioned in Task 1a.) for the purpose of responding to questions on the LCA study from CalRecycle management or the public.

Deliverables: Final LCA study report, formatted according to Section VI., below, and participation in the CalRecycle public meeting at the conclusion of the LCA.

Timeline: The final LCA study report is expected to be completed by February 2012. The CalRecycle public meeting is expected to be held in April 2012.

IV. CONTRACT/TASK TIME FRAME

| Task | Timeframe | |
|--|----------------|--|
| | Begin | End |
| 1. Provide Technical Assistance to CalRecycle | | |
| 1a. Project coordination | | |
| 1a.i. Prepare work plan | September 2010 | October 2010 |
| 1a.ii. Convene with project team | September 2010 | April 2012 |
| 1b. Participate in stakeholder meetings | September 2010 | April 2012 |
| 1c. Identify data needs and data gaps | September 2010 | July 2011 |
| 2. Life-Cycle Assessment Study | | |
| 2a. Perform data-gathering | Jan/Feb 2011 | March 2012 |
| 2b. Conduct LCA study | Jan/Feb 2011 | March 2012 |
| 3. Reporting and Presentation | | |
| 3a. Quarterly progress reports | September 2010 | December 2012 |
| 3b. LCA study reporting and presentation | | |
| 3b.i. Draft LCA study report and presentation | Jan/Feb 2011 | October 2011 |
| 3b.ii. Final LCA study report and participation in CalRecycle public meeting | Jan/Feb 2011 | February 2012 & September 2012, respectively |

The following provisions will be included in the Terms and Conditions or Special Terms and Conditions of the Contract:

V. COPYRIGHT PROVISION

The Contractor shall establish for CalRecycle good title in all copyrightable and trademarkable materials developed as a result of this Scope of Work. Such title shall include exclusive copyrights and trademarks in the name of the State of California, Department of Resources Recycling & Recovery.

VI. WASTE REDUCTION AND RECYCLED-CONTENT PRODUCT PROCUREMENT

In the performance of this Agreement, Contractor shall use recycled content, used or reusable products, and practice other waste reduction measures where feasible and appropriate.

Recycled Content Products: All products purchased and charged/billed to CalRecycle to fulfill the requirements of this contract shall be Recycled Content Products (RCPs), or used (reused, remanufactured, refurbished) products. All RCPs purchased or charged/billed to CalRecycle to fulfill the requirements of the contract shall have both the total recycled-content (TRC) and the postconsumer content (PC) clearly identified on the products. Specific requirements for the aforementioned purchases and identification are discussed in the Terms and Conditions of the Contractual Agreement under Recycled-Content Product Purchasing and Certification.

The Contractor should, at a minimum, ensure that the following issues are addressed, as applicable to the services provided:

A. WRITTEN DOCUMENT PROVISION

All documents and/or reports drafted for publication by or for CalRecycle in accordance with this contract shall adhere to CalRecycle's *Guidelines For Preparing Reports (available upon request)* and shall be reviewed by CalRecycle's Contract Manager in consultation with one of CalRecycle editors.

In addition, these documents and/or reports shall be printed double-sided on one hundred percent (100%) recycled-content paper. Specific pages containing full-color photographs or other ink-intensive graphics may be printed on photographic paper. The paper should identify the postconsumer recycled content of the paper (i.e., "printed on 100% postconsumer paper"). When applicable, the Contractor shall provide the Contract Manager with an electronic copy of the document and/or report.

To the greatest extent possible, soy ink instead of petroleum-based inks should be used to print all documents.